

Clerical and Office Branch
Accounting Clerical and Cashiering Group
Accounting & Budget Technician Series

MORTGAGE CONTROL TECHNICIAN

07/95 (LSS)

Summary

Under general supervision, perform technical, computer and administrative functions to control mortgage company property tax collection; perform other duties as assigned.

Typical Duties

Develop and maintain cyclical mortgage company tax collection system. Involves: establishing and generating individual computerized or manual tax billing accounts for financial institutions nationwide; acquainting tax service, mortgage and savings and loan companies with property tax code provisions including local tax collection system policies, procedures, formats and deadlines; receiving, balancing, adjusting and paying mortgage control accounts; providing information to mortgage companies regarding delinquent accounts, overpayments, erroneous payments, refund procedures, property splits, and supplemental levy changes; updating, verifying, auditing, and maintaining computerized and manual accounts for property parcels throughout the various taxing entities served; performing tax searches; researching legal descriptions to update accounts; staying abreast with continual changes to tax code.

Perform other duties as required. Involves: making bank deposits; selling certified tax statements, certificates and duplicate statements/receipts; coordinating mass/bulk mailing of yearly tax bills; serving as back up for payroll and other sections as required.

Minimum Qualifications

Training and Experience: Graduation from high school or GED, including or supplemented by additional course work in accounting, business law, or data processing and computer operations; five years experience in property tax collection; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills:

Considerable knowledge of: local property tax/appraisal system and process; property tax laws, codes, and regulations governing county, city, school district, and other special district tax collection procedures; bookkeeping and accounting theories, practices, and procedures. Good knowledge of: mainframe computers and electronic data processing; office procedures, practices, methods and equipment.

Ability to: analyze, research and maintain computerized records and accounts; establish and maintain effective working relationships with peers, property owners, and financial institutions; work with angry or difficult property owners; process a high volume of numerical detail work accurately and meet timely deadlines.

Skill in use of office machines and personal computer, including word processing and spreadsheet software.

Licenses and Certifications: Certification from Texas Board of Tax Professional Examiners required within time limits as specified by State law.

Director of Personnel

Department Head